



**STATE OF TENNESSEE  
Department of Correction**

**REQUEST FOR INFORMATION  
FOR  
Inmate Package Program**

**RFI # 32901-9775  
11/23/2016**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of Correction (TDOC) issues this Request for Information ("RFI") for the purpose of obtaining information for an Inmate Package Catalog Program. We appreciate your input and participation in this process.

**2. BACKGROUND:**

The purpose of this RFI is to establish a source of supply for the purchase of catalogue items for the Department of Correction. The Tennessee Department of Correction (TDOC) is accepting responses from suppliers seeking authorization to provide a product catalog to Tennessee inmates.

**3. COMMUNICATIONS:**

3.1. Please submit your response to this RFI to:

**Matt Brimm Sourcing Account Specialist  
Department of General Service, CPO  
312 Rosa L. Parks Ave.  
Nashville TN, 37243  
615-741-3044  
matt.brimm@tn.gov**

3.2. Please feel free to contact the Tennessee Department of Correction with any questions regarding this RFI. The main point of contact will be:

**Matt C. Ross Director of Purchasing  
Tennessee Department of Correction  
615-253-8246**

3.3. Please reference RFI # 32901-9775 with all communications to this RFI.

**4. RFI SCHEDULE OF EVENTS:**

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		11/23/2016
2.	RFI Response Deadline		12/12/2016 by 4:30p.m. CST

**5. GENERAL INFORMATION:**

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.
- 5.3. The State will not pay for any costs associated with responding to this RFI.

**6. INFORMATIONAL FORMS:**

The State is requesting the following information from all interested parties. Please fill out the following forms:

RFI #32901-9775	
TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS
4.	All requested items listed in the document titled "RFI Inmate Package Program"

COST INFORMATIONAL FORM	
1.	Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2.	Describe the typical price range for similar services or goods

ADDITIONAL CONSIDERATIONS	
1.	Please provide input on alternative approaches or additional things to consider that might benefit the State: